



***State of Washington  
Department of Transportation  
Notice to Consultants  
On-Call Retail Development, Consultancy & Concessions  
Development Services***

Washington State Department of Transportation (WSDOT) solicits interest from consultants interested in submitting a Statement of Qualifications to provide On-Call Retail Development, Consultancy & Concessions Development Services for Washington State Ferries (WSF.) WSDOT may award one (1) agreement for approximately \$300,000. The agreement will be for approximately five (5) years in duration.

**Project Descriptions**

Currently WSF is engaged in an unprecedented planning process to build new terminal facilities at Seattle, Edmonds, Mukilteo and Anacortes. Three quarters of a billion dollars is expected to be approved to complete these facilities. Connected to this is a reengineering effort linked to WSF strategic initiatives by preparing concession development plans including marketing, financial and organization strategies towards concession development and utilization of space at various WSF terminal facilities including loading areas and the integration of those strategies to similar concession services provided on vessels serving those facilities.

WSF is the largest ferry system in the nation and the largest in the world relative to vehicles carried. The development of so many terminal facilities over the next decade is unprecedented. For the projects to be successful, each terminal must include strategic planning for retail services and passenger amenities.

It is an expansive role requiring knowledge of retail business opportunities, transportation center retail concepts, retail mix, marketing expertise based on private sector business practices and geared towards maximizing revenue to WSF.

**Evaluation Criteria**

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for this project. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager(s);
3. Key Team Members Qualifications (Prime and Subs);
4. Firm's Project Management System (Prime Only)
5. Work Samples (Prime and Subs);
6. References/Past Performances (Prime Only); and
7. Cost Factors (Prime Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested.

### **Submittal Process**

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 5.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 6 and 7; and
- Your Submittal Information forms for both the Prime Consultant and all proposed Sub-Consultants.

The page limitation does not apply to the front and back covers or work samples of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications, and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on ~~Thursday, August 12, 2004~~ Friday, August 27, 2004:

Mr. Michael B. Rice  
Director, Consultant Services  
Washington State Department of Transportation  
Capital View II Building, 2<sup>nd</sup> Floor  
724 Quince Street SE  
Olympia, WA 98504-7323

Note: Please be aware that if you mail your submittal utilizing the United States Postal Service (USPS), an additional two (2) working days will be added to the delivery time due to the fact that all State Agency mail must go through an internal Campus Mail system first before it reaches its final destination. Submittals mailed via USPS must account for this added delivery time in order for the submittal to reach the Consultant Services office by the due date and time.

Any questions regarding the submittal process should be directed to the Consultant Services Office at 360-705-7147.

Any questions concerning the technical aspects of the project should be directed to Mr. Brian Volkert, Washington State Ferries Business Development Manager at 206-515-3631.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Thursday, July 22, 2004 and Thursday, July 29, 2004.

Submittal Due Date: ~~Thursday, August 12, 2004~~ Friday, August 27, 2004.